

## **Program F: Elections**

Program Authorization: La. Constitution, Article IV, Sec. 12; R.S. 36:661-663; R.S. 18:18-21; R.S. 18:31; R.S. 18:422-426; R.S. 18:431-436; R.S. 18:1301-1318; R.S. 18:1351-1376; R.S. 18:1391-1397; R.S. 13:1398; R.S. 18:1400.2-1400.6; P.L. 98-435; Voting Rights Act of 1965, as amended; LAC 31:I.Chapter 1; LAC 31:III.Chapter 7 and Chapter 9.

### **PROGRAM DESCRIPTION**

The mission of the Elections Program is to have all voting equipment available for use on election day and to provide a method by which any registered voter in Louisiana may cast his/her vote, either in person at the polls or by absentee voting, in any election that the voter is entitled with the highest confidence that his/her vote is secure, valid, and counted accurately. In addition, the mission of the Elections Program is to fund payment of election expenses.

The goal of the Elections Program is to provide and keep, at a high level of readiness at all times, the best available equipment that accurately and confidentially records and counts the votes cast by Louisiana voters.

The Elections Program provides maintenance, storage, repair, and programming of voting machines and computerized absentee ballot counting equipment to ensure honest, efficient, and uniform voting procedures in Louisiana. In addition, the Elections Program provides funding for the payment of expenses associated with holding elections in the State of Louisiana. The Elections Program includes the following activities: Elections Administration, Election Expense Section, Absentee Ballot Section, and Field Section.

- The Election Administration activity is responsible for providing support functions for the Elections Program.
- The Election Expense Section activity is responsible for the payment of direct and indirect costs associated with holding elections.
- The Absentee Ballot Section is responsible for programming, maintaining, and transporting all computerized absentee ballot counting equipment in the state.
- The Field Section is responsible for maintaining, storing, and programming all mechanical and computerized voting machines in the state.

### **OBJECTIVES AND PERFORMANCE INDICATORS**

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

GENERAL PERFORMANCE INFORMATION: LOUISIANA'S VOTING MACHINE INVENTORY					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Total number of voting machines (all types)	7,928	8,322	8,509	8,545	8,548
Voting machines, by type:					
Number of Shoup 2.5 (without printout capability)	2,554	1,052	431	331	335
Number of AVM (without printout capability)	697	102	102	0	0
Number of AVM POM (with printout capability)	2,614	3,926	4,080	4,222	4,221
Number of AVC Advantage (with printout capability)	2,063	3,242	3,896	3,992	3,992
Number of Teamwork Op-Scan Absentee Systems <sup>1</sup>	97	97	97	97	97

<sup>1</sup> The department is currently evaluating different absentee voting equipment on the market. The department has requested funds to replace the current system in FY 2001-2002.

- 1.(KEY) To hold, in a state of readiness, voting machines and computerized absentee ballot counting equipment and provide necessary technical assistance and support to hold all elections in the state, with 100% of all voting equipment available on election day and all test materials prepared and distributed 10 days prior to election day for all parishes having an election.

Strategic Link: This operational objective relates to Objective 1 for the Elections Program in the department's strategic plan (revised January 2001): *The Elections Program will hold, in a state of readiness, voting machines and computerized absentee ballot counting equipment and will provide necessary technical assistance and support to hold all elections in the State of Louisiana, with 100% of all voting equipment available on election day and all test materials prepared and distributed 10 days prior to election day for all parishes having an election.* It also relates to Objective 3: *The Absentee Ballot Division of the Elections Program will enable absentee returns to be more accurately and quickly tabulated and will provide support for the parish boards of election supervisors in tabulating the votes. The Absentee Ballot Section will prepare and distribute test materials prior to election day for all parishes having an election.*

Louisiana: Vision 2020 Link: This operational objective is related to Goal 1, Objective 1.8: *To improve the efficiency and accountability of governmental agencies.*

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: The program structure of the Department of Elections and Registration was reorganized in FY 2000-2001. As part of this reorganization, performance elements of the "old" Voting Machines Program were moved into the Executive Program.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Total number of voting machines (all types)	8,552	8,548	8,545	8,545	8,548	8,548
K	Number of Teamwork Op-Scan Absentee Systems <sup>1</sup>	97	97	97	97	97	97
K	Percentage of voting machines available on election day <sup>2</sup>	100%	100%	100%	100%	100%	100%
S	Percentage of parishes having an election for which test materials were prepared and distributed 10 days prior to the election <sup>3</sup>	100%	100%	100%	100%	100%	100%

<sup>1</sup> A Teamwork Op-Scan Absentee System consists of a laptop personal computer, a laser printer, and an optical scanner. The department is currently evaluating different absentee voting equipment on the market. The department has requested funds to replace the current system in FY 2001-2002. through a lease/purchase.

<sup>2</sup> This is a maximum level of effort indicator.

<sup>3</sup> Preparation and distribution of test materials 10 days prior to election day enables absentee ballot returns to be more accurately and quickly tabulated.

**GENERAL PERFORMANCE INFORMATION: ELECTIONS PROGRAM**

PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of precincts in the state <sup>1</sup>	4,021	3,905	3,878	3,891	3,899
Number of voting machines used at precincts on election day (total for fiscal year) <sup>2</sup>	28,446	22,874	13,425	25,752	26,874
Average number of voting machines utilized per precinct <sup>3</sup>	1.7	1.8	1.4	1.9	1.7
Number of people voting at precincts on election day (total for fiscal year)	3,609,712	3,523,467	2,066,925	2,489,062	2,574,145
Average annual cost per machine to store machines statewide <sup>4</sup>	\$154.51	\$147.25	\$147.92	\$154.46	\$160.69
Average cost per machine to deliver voting machine to precinct <sup>9</sup>	\$55.54	\$55.87	\$47.73	\$44.92	\$48.74
Number of people voting by absentee ballot (total for fiscal year) <sup>6</sup>	174,072	126,000	53,006	60,049	119,147
Number of absentee ballot cards counted (total for fiscal year) <sup>6, 7</sup>	Not available <sup>8</sup>	984,060	84,200	222,398	493,244
Average number of absentee ballot cards counted per absentee voter (total for fiscal year) <sup>7, 9</sup>	Not available <sup>8</sup>	7.8	1.6	3.7	4.1

<sup>1</sup> New precincts are established by the local governing authority. As of October 15, 2000, the number of precincts in the state was 3,899. This number includes 15 precincts that do not have any registered voters, but are required to establish geographical boundaries.

<sup>2</sup> The legal allocation of voting machines used per precinct is one machine per 600 voters. After 600 voters, one voting machine should be used for each 400 voters. However, this base allocation may be modified by special circumstances, such as expected turnout or distance of precinct location from the voting machine warehouse. The number of voting machines to be utilized for an election is based on the legal allocation, the number of machines requested by local governing authorities holding an election, or special circumstance.

<sup>3</sup> The average number of voting machines utilized per precinct is computed as follows: total number of voting machines utilized during the fiscal year divided by the total number of precincts in the state holding an election during the fiscal year. It is estimated that the average number of voting machines utilized per precinct for FY 2000-2001 will be 1.4.

<sup>4</sup> The Division of Administration is responsible for bidding and/or negotiating all warehouse leases for the Department of Elections and Registration. As a result, the department has no control over the cost per square foot for any warehouse lease. The average annual cost per machine to store machines statewide is computed as follows: total cost expended during fiscal year for the storage of voting machines divided by the total number of voting machines in the state during the fiscal year. The new department administration will be rebidding all leases that have been placed on a month-to-month basis.

<sup>5</sup> This indicator is computed by dividing the total drayage cost expended by the number of voting machines used at the precincts on election day. This indicator is reported as general performance information because this cost is beyond the direct control of the department and fluctuates, depending on the number of parishes holding elections.

- <sup>6</sup> The variations in values for these general performance indicators are associated with the number of statewide elections held in the fiscal year. Two statewide elections were held in FY 1998-1999 and three statewide elections were held in FY 1999-2000. In FY 2000-2001, there are two scheduled statewide elections and possible Congressional runoffs throughout the state. No statewide elections are scheduled for FY 2000-2001. In addition, candidate elections normally have more absentee balloting being conducted than tax and bond elections. It is estimated that 53,000 registered voters will vote by absentee ballot in FY 2000-2001.
- <sup>7</sup> Unlike the state's previous absentee ballot counting system, which required a separate ballot card for each candidate and each issue, the current absentee ballot counting system (Teamwork Op-Scan Absentee System) is capable of reading multiple candidate and/or proposition elections on each ballot card. This reduces the number of cards to be counted. It is estimated that 1.6 absentee ballot cards per absentee voter will be counted in FY 2000-2001.
- <sup>8</sup> There are no actual data available prior to FY 1996-1997.
- <sup>9</sup> The average number of absentee ballot cards counted per absentee voter is computed by dividing the number of absentee ballot cards counted by the number of people voting by absentee ballot. This indicator was developed to reflect the complexity of the election ballot setups for each fiscal year.

2. (KEY) To hold the number of election day machine-related service calls due to programming error to 1% or less by performing, at a minimum, semi-annual preventative maintenance on all voting machines and all absentee ballot counting equipment.

Strategic Link: This operational objective correlates to Objective 2 for the Elections Program in the department's strategic plan (revised January 2001): *The Elections Program shall perform semi-annual preventative maintenance on all voting machines and all absentee ballot counting equipment.*

Louisiana: Vision 2020 Link: This operational objective is related to Goal 1, Objective 1.8: *To improve the efficiency and accountability of governmental agencies.*

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of voting machines receiving required semi-annual preventative maintenance	Not applicable <sup>1</sup>	100%	100%	100%	100%	100%
K	Percentage of voting machines utilized on election day that required mechanic to service machine due to technician error (based on total number of machines utilized on election day during entire fiscal year) <sup>2</sup>	0.30%	0.15%	0.28%	0.28%	0.20%	0.20%

<sup>1</sup> This was a new performance indicator for FY 2000-2001. It did not appear under Act 10 of 1999 and does not have a performance standard for FY 1999-2000.

<sup>2</sup> Many of the service calls received on election day do not require a mechanic. Of those that do require a mechanic, many are not related to machine maintenance or programming error. For example: In FY 1999-2000, 1,173 service calls were received on election days; of these, 1,114 required a mechanic; of those service calls requiring a mechanic, only 40 were due to technician error. This performance indicator measures the percentage of voting machines utilized on election day that require a mechanic to service them due to a technician error; it is calculated as a percentage of all voting machines utilized on election days during the fiscal year. This indicator is an indicator of the quality and outcome of preventative maintenance and accuracy of programming.

GENERAL PERFORMANCE INFORMATION: VOTING MACHINE MAINTENANCE					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of service calls received on election day (total for fiscal year) <sup>1</sup>	667	1,050	302	1,070	1,173
Number of service calls received on election day that require a mechanic (total for fiscal year) <sup>1</sup>	352	543	169	574	1,114
Number of service calls received on election day that are due to technician error (total for fiscal year) <sup>2</sup>	Not available <sup>3</sup>	Not available <sup>3</sup>	41	73	40
Number of voting machines replaced on election day (total for fiscal year)	Not available <sup>4</sup>	30	10	30	47
Average annual cost per machine to maintain voting machines statewide <sup>5</sup>	\$304.27	\$292.95	\$281.03	\$277.06	\$280.56

<sup>1</sup> Many of the service calls received on election days do not require a mechanic.

<sup>2</sup> Of the service calls received on election days that do require a mechanic, many are not related to machine maintenance or programming error.

<sup>3</sup> No data are available prior to FY 1997-1998.

<sup>4</sup> No data are available prior to FY 1996-1997.

<sup>5</sup> Prior to FY 2000-2001, the average annual cost per machine to maintain voting machines statewide was computed by utilizing the budget allocation for the "old" Voting Machines Program less the budget allocation for warehouse leases and dividing this amount by the total number of voting machines in the state. In FY 2000-2001, the average annual cost per machine to maintain voting machines statewide will be computed by utilizing the budget allocation for the field activity less the budget allocation for warehouse leases and dividing this amount by the total number of voting machines in the state.

- 3.(KEY) To move from mechanical to computerized voting machines with printout capability throughout the state by increasing the percentage of parishes utilizing computerized voting machines with printout capability to 21.9%.

Strategic Link: This operational objective relates to Objective 4 for the Elections Program in the department's strategic plan (revised January 2001): *By June 30, 2003, the Elections Program will attempt to eliminate all of the non-printing mechanical voting machines in the state and will move from mechanical to computerized voting machines in large metropolitan areas of the state as part of the ongoing effort to investigate new technology and incorporate new technology (as it becomes certified) into Louisiana's election system.*

Louisiana: Vision 2020 Link: This operational objective is related to Goal 1, Objective 1.8: *To improve the efficiency and accountability of governmental agencies.*

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: At June 30, 2000, only 335 Shoup 2.5 mechanical voting machines remained in the state (in Ascension and Tangipahoa Parishes). These machine are scheduled to be replaced with computerized voting machines in FY 2000-2001. In FY 1998-1999, the last of the AVM voting machines (non-printing) were replaced with AVM -POM mechanical voting machines (printing). As of October 15, 2000, the state's voting machine inventory is composed as follows: 335 Shoup 2.5 voting machines; 4,221 AVM -POM voting machines; and 3,992 AVC voting machines.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of parishes utilizing mechanical voting machines without printout capability	1.5% <sup>1</sup>	3.1%	0.0% <sup>1</sup>	0.0% <sup>1</sup>	0.0%	0.0%
K	Percentage of parishes utilizing mechanical voting machines with printout capability	49.2% <sup>1</sup>	78.1%	73.4% <sup>1</sup>	73.4% <sup>1</sup>	78.1%	78.1%
K	Percentage of parishes utilizing computerized voting machines with printout capability	49.3% <sup>1</sup>	18.8%	26.6% <sup>1</sup>	26.6% <sup>1</sup>	21.9%	21.9%

<sup>1</sup> The performance standard for FY 1999-2000 were incorrectly projected, based on percentage of machines by type rather than percentage of parishes by type of voting machine. As a result, the performance standard for FY 1999-2000 did not accurately forecast the actual distribution of machines that would be accomplished by yearend. In FY 2000-2001, the remaining mechanical voting machines without printout capability will be replaced, resulting in 0% of parishes utilizing this type of voting machine; 14 parishes (21.9%) will have computerized voting machines with printout capability and 50 parishes (78.1%) will have mechanical voting machines with printout capability.

4. (KEY) To keep the number of elections held as a result of lawsuits alleging machine malfunction at 4% or less of the total number of elections held.

Strategic Link: This operational objective correlates with Objective 5 for the Elections Program in the department's strategic plan (revised January 2001): *The Elections Program shall lead Department efforts to keep the number of elections held as a result of lawsuits alleging machine malfunction to a minimum in order to instill public confidence in the election system.*

Louisiana: Vision 2020 Link: This operational objective is related to Goal 1, Objective 1.8: *To improve the efficiency and accountability of governmental agencies.*

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Number of elections held as a result of lawsuits alleging machine malfunctions	0	0	0	0	0	0

GENERAL PERFORMANCE INFORMATION: CONTESTED ELECTIONS AND LAWSUITS ALLEGING MACHINE MALFUNCTION					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of lawsuits filed contesting election results	12	14	5	0	1
Number of elections held as a result of lawsuits alleging machine malfunction	0	1	0	0	0
Cost of elections held as a result of lawsuits alleging machine malfunction	\$0.00	\$1,006.57	\$0.00	\$0.00	\$0.00

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$14,128,138	\$15,711,564	\$19,457,250	\$12,693,096	\$13,023,480	(\$6,433,770)
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	1,543,532	2,194,000	2,194,000	2,194,000	2,194,000	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u>\$15,671,670</u>	<u>\$17,905,564</u>	<u>\$21,651,250</u>	<u>\$14,887,096</u>	<u>\$15,217,480</u>	<u>(\$6,433,770)</u>
EXPENDITURES & REQUEST:						
Salaries	\$0	\$0	\$1,781,500	\$1,831,497	\$1,806,743	\$25,243
Other Compensation	699,159	966,089	1,069,089	920,000	920,000	(149,089)
Related Benefits	76,612	89,200	405,900	415,124	422,199	16,299
Total Operating Expenses	4,600,762	7,006,320	8,877,311	4,831,256	5,153,489	(3,723,822)
Professional Services	207,354	130,000	130,000	0	0	(130,000)
Total Other Charges	9,906,678	9,713,955	9,367,450	6,889,219	6,872,049	(2,495,401)
Total Acq. & Major Repairs	181,105	0	20,000	0	43,000	23,000
TOTAL EXPENDITURES AND REQUEST	<u>\$15,671,670</u>	<u>\$17,905,564</u>	<u>\$21,651,250</u>	<u>\$14,887,096</u>	<u>\$15,217,480</u>	<u>(\$6,433,770)</u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	0	0	60	60	57	(3)
Unclassified	0	0	0	0	0	0
TOTAL	<u>0</u>	<u>0</u>	<u>60</u>	<u>60</u>	<u>57</u>	<u>(3)</u>

## SOURCE OF FUNDING

This program is funded with State General Fund and Fees and Self-generated Revenues. Fees and Self-generated Revenues are derived from the local governments' share of election costs.

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$15,711,564</b>	<b>\$17,905,564</b>	<b>0</b>	<b>ACT 11 FISCAL YEAR 2000-2001</b>
			<b>BA-7 TRANSACTIONS:</b>
\$3,745,686	\$3,745,686	60	Departmental reorganization approved by BA-7
<b>\$19,457,250</b>	<b>\$21,651,250</b>	<b>60</b>	<b>EXISTING OPERATING BUDGET – December 15, 2000</b>
\$19,884	\$19,884	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$39,337	\$39,337	0	Classified State Employees Merit Increases for FY 2001-2002
\$43,000	\$43,000	0	Acquisitions & Major Repairs
(\$20,000)	(\$20,000)	0	Non-Recurring Acquisitions & Major Repairs
(\$683,401)	(\$683,401)	0	Non-Recurring Carry Forwards
(\$14,889)	(\$14,889)	0	Attrition Adjustment
(\$95,103)	(\$95,103)	(3)	Personnel Reductions
\$407,000	\$407,000	0	Lease Purchase of Absentee Voting equipment
\$16,130	\$16,130	0	Additional office space expenses
(\$6,145,728)	(\$6,145,728)	0	Reduction of election expenses not required for Fiscal Year 2001-2002
<b>\$13,023,480</b>	<b>\$15,217,480</b>	<b>57</b>	<b>TOTAL RECOMMENDED</b>

The total means of financing for this program is recommended at 70.3% % of the existing operating budget. It represents 98.6% of the total request (\$15,429,409) for this program. Reductions in the recommended amount for this Program are due primarily to reductions in Election expenses down to anticipated levels.

## PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2001-2002

## OTHER CHARGES

\$6,872,049 Election expenses for Commissioners, deputy Commissioners, custodians and janitors, drayage, and other Election Day expenses

**\$6,872,049 SUB-TOTAL OTHER CHARGES**

**\$6,872,049 TOTAL OTHER CHARGES**

## ACQUISITIONS AND MAJOR REPAIRS

\$43,000 Replacement of one vehicle, and repair equipment for voting machines

**\$43,000 TOTAL ACQUISITIONS AND MAJOR REPAIRS**